

Operation of Experimental Aircraft under E Conditions

COMPETENT PERSON REQUEST FORM

Introductory note

An aircraft may fly for experimental purposes under the E Conditions set out in Schedule 1 of the Experimental Aircraft General Exemption E4118 under Official Record Series 4 No.1142 issued by the CAA, provided an appropriate declaration ("an E Conditions Declaration") has been made by a "competent person".

One way a person may become a competent person for this purpose is if they are a Member or Fellow of the Royal Aeronautical Society (RAeS) and a registered Chartered Engineer and notify the RAeS of their intention to act as a competent person.

The RAeS will then issue that person with a Competent Person Reference Number (CPRN) to be used when making an E Conditions declaration.

A person may only act as an E Conditions competent person for so long as they remain a Member/Fellow of RAeS and a registered Chartered Engineer.

This Form is the means by which a person may notify the RAeS and obtain a CPRN.

Before applying for a CPRN

If you are not currently a fully paid up Member or Fellow of RAeS you must apply for membership and receive notification that your membership has been ratified prior to making application for a CPRN. Applications for a CPRN from non-members cannot be considered. Normal membership requirements and application and subscription fees apply. You must also ensure you are a Chartered Engineer, paying your registration fees via RAeS. If you currently pay via a different Institution you must notify both them and RAeS Membership Department that you wish to pay via RAeS before submitting your application for a CPRN.

A key consideration for a CPRN holder is taking professional responsibility, i.e. to act within the limits of your competence, ethically and with due regard to vital health and safety considerations, both for yourself and others. By declaring that you agree to abide by the RAeS Codes of Conduct, as part of the application process, you are confirming your understanding of this and your commitment to comply.

How to apply for a CPRN

- Ensure you have read, understood and are committed to abide by the RAeS Codes of Conduct attached
- Complete the Request for Competent Persons Reference Number (CPRN)
- Submit your application by email to membership@aerosociety.com or post to: **RAeS Membership Department, 4 Hamilton Place, London W1J 7BQ**
- To make your application payment you can either do so by cheque, payable to the **Royal Aeronautical Society**, or by debit/credit card by telephoning the **Membership Department on 0207 670 4304**

Issuing of a CPRN

RAeS will carry out checks on your standing as a Member or Fellow and your Chartered Engineer status. If both of these are in order, *The Royal Aeronautical Society Confirmation and Issue of E Conditions Competence Persons Reference Number* form (attached herewith at Annex B, for information) will be completed by the Royal Aeronautical Society and both documents will be scanned and returned to you electronically for inclusion in your declaration to the CAA.

Fees

There is a non-refundable administration fee for **Members** of £150.00 plus VAT: total **£180.00** and for **Fellows** £50.00 plus VAT: total **£60.00** for applications for a CPRN. RAeS will commence the application process on receipt of this fee. Should

confirmation of continuing membership/CEng registration be required at any time by the CAA, a fee of £100.00 plus VAT: total £120.00 will be payable.

REQUEST FOR COMPETENT PERSON REFERENCE NUMBER

NOTIFICATION TO THE ROYAL AERONAUTICAL SOCIETY BY PERSON INTENDING TO ACT AS AN E CONDITIONS COMPETENT PERSON

I notify you that I intend to act as an E Conditions competent person as defined in paragraph (b) of Schedule 2 of the Experimental Aircraft General Exemption E4118 under Official Record Series 4 No.1142 issued by the CAA.

I confirm that:

- I am a Member/Fellow of the Royal Aeronautical Society (RAeS) and a Chartered Engineer registered with the Engineering Council via the RAeS;
- I have read, understood and agree to abide by the current RAeS Codes of Conduct (attached to this form)
- I understand that the CPRN is invalidated in the event that my RAeS membership and/or CEng registration lapse or are terminated.

Full name (capital letters please):

.....

Address (capital letters please)

.....

.....

.....

Signed:

Dated:

RAeS Membership No:

CEng Registration No:

ANNEX II

CODES OF CONDUCT

Introduction

The Codes reproduced in this Annex are the versions in force at the date of the adoption of these By-Laws.

The Code of Conduct for members of the Royal Aeronautical Society (at Part A) may be varied or replaced from time to time by the Regulations made in accordance with By-Law 5.

The Code of Professional Conduct of the Society (at Part B) applies to all Society members who are members of any professional body and may be varied or replaced from time to time by the Regulations made in accordance with By-Law 5.

PART A: Code of Conduct for members of the Royal Aeronautical Society

All members of the Society are expected to:

1. Observe the provisions of the Charter and By-Laws of the Society and any regulations made under them and so conduct themselves as to uphold the reputation, standing and dignity of the Society and its members.
2. Treat with courtesy, whether in person, on the telephone, by letter or email or through other electronic means, all Society officers and employees, fellow members and their guests, and associated personnel concerned with the business of the Society or attending any gathering or event of the Society.
3. Behave in an appropriate manner when attending Society premises or events.
4. Pay membership dues as prescribed by the By-Laws.
5. Accept that no member may speak for the Society, or make any commitments on its behalf, without the authority of the Board of Trustees.
6. Abide by the Code of Professional Conduct set out in Part B in the discharge of their professional duties.

Breaches of the Code will be considered in accordance with Regulations made by the Board of Trustees.

Extract: RAeS By-Laws (17 October 2012)

PART B: Code of Professional Conduct of the Society

The Code of Professional Conduct of the Society places a personal obligation on its members to act with integrity and in the public interest.

In discharging their professional duties, members should:

1. Act with due skill, care and diligence and with proper regard for professional standards.
2. Prevent avoidable danger to health or safety.
3. Act in accordance with the principles of sustainability and prevent avoidable adverse impact on the environment and society.
4. Maintain their competence, undertake only professional tasks for which they are competent and disclose relevant limitations of competence.
5. Accept appropriate responsibility for work carried out under their supervision.
6. Treat all persons fairly and with respect.
7. Encourage others to advance their learning and competence.
8. Avoid where possible real or perceived conflict of interest and advise affected parties when such conflicts arise.
9. Observe the proper duties of confidentiality owed to appropriate parties.
10. Reject bribery and all forms of corrupt behaviour and make positive efforts to ensure others do likewise.
11. Assess and manage relevant risks and communicate these appropriately.
12. Assess relevant liability and if appropriate hold professional indemnity insurance.
13. Notify the Society if convicted of a criminal offence or upon becoming bankrupt or disqualified as a Company Director.

14. Notify the Society of any significant violation of the Society's Code of Professional Conduct by another member.

CPRN Form Annex B (for information only)

**ROYAL AERONAUTICAL SOCIETY CONFIRMATION AND ISSUE
OF E CONDITIONS COMPETENT PERSON REFERENCE NUMBER**

I confirm on behalf of the Royal Aeronautical Society that on this day

.....

is both a Member or Fellow of the RAeS and a Chartered Engineer registered with the Engineering Council via the RAeS.

I issue the above person with **E Conditions Competent Person Reference Number: CPRN/RAeS/.....**

Full name (capital letters please):

Position in the Royal Aeronautical Society:

Signed:

Dated:

**NB THE COMPLETED REQUEST FOR COMPETENT PERSON REFERENCE
NUMBER AND THIS ROYAL AERONAUTICAL SOCIETY CONFIRMATION
AND ISSUE OF E CONDITIONS COMPETENT PERSON REFERENCE
NUMBER ARE TO BE SUBMITTED TO CAA AS PART OF AN E CONDITIONS
DECLARATION**